

November 17, 2015

RFP CHANGE #1

RE: Request for Proposals – **Asset Management Consultant Services**

The Request for Proposals (RFP) for the above-mentioned services has been modified to clarify the RFP by addressing the following questions:

1. Can the electronic copy of the proposal be submitted on a USB flash drive instead of a CD or DVD?
A. Yes, thumb drives are acceptable.
2. If our firm already has an updated AF38 on file with VTrans, do we still need to include a copy with our proposal package?
A. No, but you do need to include a letter stating that is the case. The current information must be under 18 months old.
3. On Page 2, there is a discussion of the maximum limiting amount. Can you further explain what the maximum limiting amount is? For example, is it the ceiling or top amount.
A. As stated in the RFP, the maximum limiting amount for each contract will range from \$400,000 upward. The actual amount awarded per contract will be determined based on resources available including the number of available qualified staff dedicated to the contract, as proposed and/or established during negotiations.
4. We intend to propose a firm fixed price. Is that acceptable?
A. No.
5. On page 9, there is a discussion of the breakdown of rates. We do not typically disclose the breakdown of all rates by classification. We prefer to provide a blended rate for all personnel. This rate will include direct, overhead, profit and expenses. Is that acceptable to the State?
A. No.
6. Can you provide an estimated budget for the work to be performed?
A. As stated in the RFP, the maximum limiting amount for each contract will range from \$400,000 upward. Award of a contract does not guarantee payment of the entire maximum limiting amount.

7. Does the 12 pt font requirement also apply to the 1-page resumes and Quality Control Plan?

Since these are not part of the 20 page limit, I'd like to clarify the required font size.

A. Yes, a minimum of a 12 point font is required throughout the proposal.

8. Do we need to resubmit the form and financial material for the Asset Management Consultant Services proposal or will us having it filed already suffice for the requirement in Section 4 of the RFP?

A. If your financial information and AF38 is current (under 18 months old), you do not need to resubmit it, however, please send a letter to that effect in the sealed envelope marked "Financials". It is only current if it associated with an active contract and submitted in the last 18 months.

9. Is it necessary to submit the form and financial information for our subconsultants on this proposal? Several of these subconsultants are sole practitioners; if they need to submit this form with the proposal, would you clarify what financial material would be required.

A. As stated on page 9, Section 4 of the RFP, a current AF38 must be submitted from each sub-consultant.

All other requirements as specified in the Request for Proposals shall remain unchanged.

Sincerely,

Bonnie Sanders

VTrans Contracts Specialist